

State Court Administrator

The Nebraska Supreme Court is seeking a qualified individual to fill the position of State Court Administrator. Located in Lincoln, the State Court Administrator supervises the administration of the state judicial system, serving at the pleasure of the Chief Justice of the Nebraska Supreme Court.

The State Court Administrator provides information, analysis, advice and recommendations on administrative matters to the Chief Justice and Justices of the Nebraska Supreme Court; supervises a staff responsible for budget preparation and financial controls, personnel management, statewide court automation, planning and research, training and education of judges and non-judicial employees, provides staff support to various committees of the judiciary; and serves as liaison to the executive and legislative branches.

A successful applicant must possess familiarity with court administration and a thorough understanding of methods of supervision, public relations, administrative analysis, budgetary and fiscal management, and employee relations. A successful applicant must be knowledgeable of the Nebraska judicial system; familiar with the structure and organization of Nebraska state government; possess excellent oral and written communication skills, presentation and interpersonal skills; have a demonstrated ability to analyze complex issues and manage multiple projects simultaneously; be innovative, dynamic, diplomatic, and oriented to team and public service.

Qualifications include a Master's degree in judicial administration, public administration or a closely related field, and administrative experience that provides a thorough knowledge of modern judicial administration. A Juris Doctorate is preferred. Certification from the Institute for Court Management's Court Executive Development Program is likewise strongly preferred.

Salary range is \$120,000 to \$135,000 plus excellent state benefits. Submit applications on or before March 14, 2014 to Judy Beutler, P.O. Box 98910, Lincoln, NE 68509-8910. Notify this office 402-471-2921 if an accommodation is needed in the selection process. For persons with hearing impairments please contact the Nebraska Relay System, 7-1-1. AA/EOE.